

## Memorandum of Understanding

This document constitutes a Memorandum of Understanding (MOU) between the Teacher Education Programs at New Mexico State University College of Education and the Gadsden Independent School District regarding the placement and compensation of Student Teacher Interns in local public education classrooms.

### History

The Teacher Education Programs at New Mexico State University College of Education will work with GISD to address the demand for teachers in high needs areas (i.e. Bilingual, Special Education, Math and Science) impacting each district's ability to employ an adequate number of classroom educators to accommodate current student enrollment.

### Agency Roles and Responsibilities

#### **New Mexico State University College of Education—Teacher Education Program**

**Purpose:** To Create a Pool of Student Interns Eligible for Hire

The Office for Teacher Candidate Preparation (OTCP) will modify existing procedures in order to develop a pool of Student Interns who will be eligible for hire during their student teaching. Only Student Teacher Interns who meet the criteria and adhere to the requirements of the Internship will be considered for GISD employment during student teaching.

#### ***Minimum Indicators to Apply for NMSU Internship Pool***

1. Letter of Interest
2. Grade point average (3.0 or above)
3. Two (2) letters of recommendation (1 from instructor in program area, 1 from a cooperating practicum teacher)
4. Block A and B Practicum or Methods Evaluations
5. Pass the Student Teaching Entry Packet (STEP) Intake
6. Approval by the Program Director or Coordinator

#### ***Additional Indicators:***

1. Student Teacher Intern develops a GISD application file on AppliTrack
2. Student Teacher Intern updates their background check with Security Concepts
3. Student Teacher Intern applies for a Substitute Teaching License from NMPED  
<http://ped.state.nm.us/Licensure/2010/apps/Initial%20Application%20121510.pdf>

The OTCP has determined indicators of readiness for teacher candidates under consideration for assuming responsibility for all of the duties expected of a licensed professional educator. Only Student Teacher Interns selected by the Program Director or Coordinator for eligibility as a Student Intern are eligible for consideration of a hire by GISD.

### ***Minimum Requirements for Completion of Internship***

1. GISD Human Resources will be notified of MOU placements and assigned to mentor the Student Teacher Intern:

- GISD will assign a Mentor to the student teacher that will attend Triad Meetings in place of cooperating teachers and observe the student teacher intern at least 1 time
  - Email contact with the Student Teacher Intern will be maintained
  - GISD HR will review Licensure Requirements and Student Teacher Intern will join the GISD as a new hire in their current classroom if they have been successful in the classroom and completed student teaching requirements
  - The GISD mentor will complete remaining Mid-term and/or Final evaluations
2. Four (4) University Supervisor formal observations during the semester.
3. On-going completion of student teaching requirement including, but not limited to, the student teaching seminar, assignments, and satisfactory teaching observations OR the student teaching internship will be terminated and the student teacher will be reassigned to a cooperating teacher's classroom..

### **Gadsden Independent School District (GISD)**

The Gadsden Independent School District (GISD) will:

- Select Student Teachers for long-term substitution placements from the Teacher Education Program approved Pool of Student Teachers
- Conduct an interview with the eligible Student Teachers to make temporary employment offers for Student Teacher Internship in compliance with GISD hiring policy
- Compensate Student Teacher Interns that are hired as long term substitutes at a long-term substitute rate in compliance with GISD long-term sub payment policies.
- Place Student Teacher Interns in classrooms that align with his/her course of study and preparation for becoming highly qualified
- Release the Student Teacher Intern from the long-term substitute contract once the Student Teacher Intern has passed ALL licensure tests (including endorsements) that are required in New Mexico and a Level I license has been attained, then offer a full-time contract of employment with commiserate salary to continue in the current position.

\*For information regarding NM licensure requirements go to: <http://www.ped.state.nm.us/>

## Planning and Development Team

New Mexico State University and Gadsden Independent School District will oversee all phases of this initiative's operation.

Members of the team will include:

**1. New Mexico State University**

Representatives from Office for Teacher Candidate Preparation (OTCP)

**2. Local Education Agency Partner**

Representatives from Gadsden Independent School District (GISD)

Director/Coordinator Early Childhood Education New Mexico State University	Date
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Director/Coordinator Elementary Education New Mexico State University	Date
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Director/Coordinator Secondary Education Education New Mexico State University	Date
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Director/Coordinator Special Education Education New Mexico State University	Date
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Barbara Browder Chief Human Resources Officer Gadsden Independent School District	Date
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